



Administrative Office of the Courts

SENIOR COURT PROGRAM ANALYST

Scope of Responsibility

- Responsible for planning, implementing, monitoring and evaluating program components involving significant impact on judicial programs, to include completion of complex or highly technical major projects and objectives, under the supervision of a designated manager in the Judicial Services Division.
- Work is performed at a professional level with the expectation of independent judgment and decision making as directed by management or executive level staff, and demonstration of appropriate mentorship, role modeling and technical expertise.
- May supervise and/or direct and review the work of other professional staff.

Essential Activities

- Manages inter-jurisdictional, comprehensive programs and/or complex/highly technical major projects. Completes research, assessments, and provides recommendations to the designated Manager or executive level staff.
- Provides information, assessment, consultation, support and recommendations to AOC, courts, associations and boards and commissions within major operational areas (i.e., personnel management, contracting, performance management, budget development, court service delivery and/or judicial system policy and procedure) to achieve consistent, efficient, and effective programs and operations.
- Analyzes and evaluates proposed legislation and its probable impact upon project and program goals; prepares briefs on proposed legislation; represents the AOC at legislative committee meetings and hearings.
- At the direction of the designated Manager, supervises the work of other staff.
 - Conducts confidential investigations that may result in civil, criminal, and administrative actions, as well as judgments, sanctions or other decisions adverse to a regulated person or organization.
 - Performs other duties as assigned.

Key Competencies

- Specific skills required to perform the identified work at the expected level of performance.
 - Proficient organization and implementation skills.
 - Proficient knowledge level of customer and client base related to services and support provided by the AOC.
 - Proficient knowledge and understanding of the interaction and mission of interested groups, boards, committees, judicial officers and staff regarding the services and support provided by the AOC.
 - Proficient ability to understand and implement effective problem solving techniques and communication skills and methods.
 - Proficient knowledge of court administration concepts; principles and techniques of effective program management supervisory techniques; and program/project management techniques.
 - Proficient knowledge and understanding of the justice system with specific focus on the Washington State court system; laws, procedures, and practices within appellate courts and courts of limited and general jurisdiction; literature and trends in court administration; principles and techniques of effective program management.
- Logically integrates various ideas, intentions, and information to form effective goals, objectives, timelines, action plans and solutions.
 - Effectively identifies potential tasks, activities and timelines necessary to achieve a stated purpose. Develops a clear understanding of required action steps.
 - From a large array of possible actions, accurately identifies those that are most pertinent, critical, and time sensitive. Discards actions which are not essential or which may lead in the wrong direction. Establishes priorities and a sequence of activities accordingly.
 - Develops plans and strategies that clearly identify the purpose, critical actions, priorities, timelines, scope, methodology and expected outcomes.
 - Accurately assesses the resources necessary to carry out planned actions. Perceives the impact and implication of decisions made regarding resources.
 - Acquires and integrates input from others regarding critical actions, timelines, sequencing and priorities.
 - Anticipates potential problems as well as opportunities, and adjusts plans based on input.
- Can be relied upon to achieve excellent results with little need for direct oversight.
 - Meets productivity standards, deadlines, and work schedules.
 - Understands communication mechanisms and measures goals accurately.
 - Stays focused on tasks in spite of distractions and interruptions.
 - Makes best use of available time and resources.
 - Accepts personal responsibility for the quality and timeliness of work.
 - Acknowledges and corrects mistakes.
 - Clearly sees and understands the customers' expectations and ensures that work products meet those expectations.

- Earns the trust, respect, and confidence of coworkers and customers through consistent honesty, forthrightness and professionalism in all interactions.
 - Maintains confidentiality.
 - Keeps promises and commitments made to others.
 - Avoids inappropriate situations and associations.
 - Tells the truth.
 - Does not misrepresent self for personal gain.
 - Uses public funds and resources appropriately.

Qualifications and Credentials

A Bachelor's degree in court administration, public administration, political science, business administration or closely allied field **AND:**

- Five years of progressively responsible experience in court administration and/or program development, to include one year or more in a supervisory or lead role and/or managing or directing groups or teams.

Demonstration of relevant experience may substitute for education requirement.

SALARY RANGE: 62

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- Workweek may fluctuate depending on workload or agency need.
 - Overnight travel may be required based on business need.
 - This position is not covered under the Fair Labor Standards Act (FLSA).

03/10 Revised Qualifications
01/10 Revised Scope, Activities and Competencies
4/06 New JD Format
6/05 Revised Include Core Competencies
2/05 Revised Salary Range
9/98 Revised Title/Duties/Range
2/94 Revised